

**ARNG Technician Pay Program
Administrative (Discontinuous) Furlough
Time and Attendance (T&A) Processing
Fact Sheet (Jun 13)**

1. REFERENCES.

- a. U.S. Office of Personnel Management (OPM).
<http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>
- b. Defense Civilian Personnel Advisory Service (CPAS).
<http://www.cpms.osd.mil/Subpage/FurloughGuidance/>
- c. Department of Army (DA), Civilian Personnel On-Line (CPOL).
<http://cpol.army.mil/library/general/2013sequestration/>
- d. DoD 7000.14R, Department of Defense (DoD), Financial Management Regulation (FMR), Volume 8, Civilian Pay Policy and Procedures, Aug 99 (changes through May 13).
<http://comptroller.defense.gov/fmr/08/index.html>
- e. Defense Civilian Pay System (DCPS), DCPS-UM-02, Customer Service Representative Users Manual.
- f. Defense Civilian Pay System (DCPS), DCPS-UM-04, Time and Attendance Users Manual.
- g. NG-J1-TN, Technician Personnel Management Branch, Guidance for Administrative Furlough, 1 Mar 13. As updated.
<http://www.nationalguard.mil/features/sequestration/pdf/20130301-ngb-administrative-furlough-guidance.pdf>
- g. ARNG-RMC-F, Standing Operating Procedure (SOP), Defense Civilian Pay System (DCPS), Decentralized Online Time and Attendance (T&A) Reporting – Phase I, Nov 12.

2. FURLOUGH. A furlough is placing an employee in a temporary non duty, non pay status because of lack of work or funds, or other non disciplinary reasons.

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3. ADMINISTRATIVE FURLOUGH. An administrative furlough is a planned event by an agency which is designed to absorb reductions necessitated by downsizing, reduced funding, lack of work, or any other budget situation other than a lapse in appropriations. This type of furlough is typically a non-emergency furlough in that the agency has sufficient time to reduce spending and give adequate notice to employees of its specific furlough plan and how many furlough days will be required.

4. FURLOUGH PERIOD. The furlough period is Monday, 8 July 2013 to 30 September 2013.

5. REQUIRED FURLOUGH HOURS. Eleven (11) workdays or 88 hours.

6. LEAVE TYPE CODE. The proper furlough DCPS Leave Type Code is "KE". Use of Leave without Pay is also authorized per OSD Memo, subject: Supplemental Guidance on Leave without Pay Status for the Department of Defense Civilian Employees during an Administrative Furlough. All Leave Type Codes for LWOP may be used to account for the 88 hour furlough requirement.

7. REPORTING. The DFAS-IN will provide the Department of Army biweekly management reports identifying the total KE and LWOP hours by pay period ending (PPE). ARNG-RMC-F will provide this reporting to each USPFO for use in determining cost impact of the required KE hours. The Customer Service Representative (CSR) can use this reporting to monitor the biweekly usage of KE hours. The reports include:

a. Local Activity Detail

Maj Cmd, Emp Actv, Emp Name, Dte Pd, No Strt Rate, Ws, Cd Geo, Total Hours

b. Major Command by Pay Date Totals

Maj Cmd, Dte Pd, Employee Total, Total Hours, Command Code Description

c. Major Command by UIC Totals

Maj Cmd, UIC, Employee Total, Total Hours, CMD Code Desc

d. Major Command Grand Totals

Maj Cmd, Total Employees, Total Furlough Hours, Command Code Description

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8. EXECUTION OF FURLOUGH. The Adjutant Generals (TAGs), as the Deciding Officials, have the authority to execute the full range of options with respect to providing relief in individual Technician cases. This authority includes but is not limited to, reducing the number of days/hours and individual Technician is furloughed, or granting the individual Technician an exception from the furlough altogether. In accordance with published guidelines and local collective bargaining agreements, TAGs may direct furlough related actions consistent with the TAG's inherent military command authority.

Courses of actions (COAs) include using the Technician's existing DCPS work schedule ("0" 5-8, "6" 5-4-9, or "8" 4-10) or establish a new work schedule.

9. EXISTING WORK SCHEDULE. The Timekeeper can enter manual KE or applicable LWOP hours each biweekly pay period on their assigned Technicians Time and Attendance (T&A) Report.

An OPM Form 71, Request for Leave or Approved Absence, or in lieu of (ILO) documentation is required as a T&A report substantiating document for intermittent use of KE hours. The Technician would annotate Block 4, Type of Leave/Absence, check Leave without Pay, and fill in the Date, Time, and Total Hours just as any other leave request. The Technician signs form, the Supervisor approves, and the Timekeeper uses the form as a substantiating document to enter KE hours into the DCPS.

10. ESTABLISH NEW WORK SCHEDULE. The CSR can establish a new work schedule in advance of the Pay Period Ending (PPE) date in the DCPS. If TAG / HRO designate a specific work schedule across the board for their state, the following are suggested options to preclude problems adjusting biweekly hours when a Technician moves from one AWS to another.

- a. Begin the work schedule effective date on 30 June – beginning of PPE.
- b. Begin the work schedule effective date on 14 July – beginning of PPE.

A Work Schedule Change Form, or in lieu of (ILO) documentation is required as a T&A report substantiating document for establishing a new work schedule. The Technician signs the form, the Supervisor approves, and the CSR uses the form as a substantiating document to build the new schedule.

11. "IN LIEU OF" DOCUMENTATION. If TAG / HRO designated a specific work schedule and/or furlough days across the board for manual T&A entry, their

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memorandum will suffice as a T&A report substantiating document ILO the OPM 71 and/or Work Schedule Change Form.

If TAG / HRO allows the Technician to choose furlough days with the approval of their supervisor, a memorandum of record detailing the specific days will suffice as a T&A report substantiating document ILO the OPM 71 and/or Work Schedule Change Form.

12. REMAINING KE HOURS ON AWS. TAG / HRO can furlough Technicians for partial days. This is the case where a Technician is on an AWS “6” or “8” work schedule because 88 hours of KE is not evenly divisible by scheduled duty hours. The Supervisor must ensure the Technician fulfills the remainder of their 88 hours of furlough after fulfilling their full duty days; i.e. $9 \times 9 = 81 + 7$, or $10 \times 8 + 8$.

13. COMPENSATORY TIME EARNED. TAGs are encouraged to develop a state specific compensatory time policy that outlines requirements for the earning of compensatory time during the furlough. TAGs may grant exceptions necessary to protect the health, safety, and security of personnel or property; to ensure the direct and timely provision of services and materiel to deployed units or to units that are preparing to deploy; or to perform similar mission critical functions. However, the DCPS will convert Compensatory Time Earned (CE) to Regular Entitlement (RP) in a biweekly pay period that contains Leave without Pay. Below are two examples:

a. A Technician has 16 hours of KE and works 16 hours of CE. The DCPS will convert those 16 hours of CE to RP and the Technician receives a full biweekly pay.

b. A Technician has 16 hours of KE and works 20 hours of CE. The DCPS will convert 16 hours to RP and the Technician receives a full biweekly pay and 4 hours of CE.

NOTE: Travel Compensatory Time Earned (CB) does not convert.

14. WORK SCHEDULE DEFAULT. The DCPS has a work schedule default only up to the Organization level. However, to use this feature, a Technician must not have an established work schedule at the Employee level. DCPS will not allow the deletion of an established Employee work schedule. Only new hires that did not have an Employee work schedule built will default to the Organization level work schedule.

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There is no process to “top load” Employee level work schedules. The CSR must build new work schedules at the Employee level if their TAG/HRO elects to establish a new fixed schedule with KE days.

15. HOLIDAY. A Technician must be in a pay status on either the workday preceding a holiday or the workday following a holiday in order to receive holiday leave (LH) pay.

Example: Labor Day, 2 September, is the only affected holiday in the current furlough period. A Technician must be in a pay status on Friday, 30 August, or Tuesday 3 September to receive holiday leave (LH) pay.

Technicians on work schedule of 0, 6, and 8 (fixed tours) will have Holiday leave set in their scheduled tour. If the Holiday occurs on a nonscheduled workday, the DCPS will project the Holiday and if not input, will generate Holiday leave using the following logic. If the Holiday falls on a Sunday, DCPS will project the Holiday on the following day. If the Holiday falls on any other day, DCPS will project to the previous day.

Technicians on work schedule of 5 (non-fixed tours) will have holiday leave entered as an exception with the total hours not to exceed 8.

16. “IN LIEU OF” HOLIDAY. The DCPS allows agencies the ability to approve and set federal ILO holidays. The ILO holiday must be within 4 days either side of the scheduled holiday.

The Timekeeper inputs LH on the approved ILO holiday and changes the system generated holiday to RG, RF, RS, RT, or KE as appropriate.

17. LEAVE ACCRUAL REDUCTION. A fulltime Technician on an 80-hour biweekly work schedule will not earn annual (LA) or sick (LS) leave for the pay period in which they accrue a total of 80 non pay hours within a leave year. This will occur once for a Technician by 30 September 2013.

The DCPS tracks non pay hours and once the Technician accrues a total of 80 non pay hours in a given pay period, the DCPS will cut back the accrual of that pay period ending; i.e. 4, 6, or 8 hours of LA and 4 hours of LS. Once the cutback occurs, the tracking starts over again.

18. LEAVE AND EARNING STATEMENT. Technicians will identify their furlough hours reported on their DFAS Form 1, DoD Civilian Leave and Earnings Statement.

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Furlough will appear on its own line in the LEAVE section and FURLOUGH will appear in the TYPE column and the hours will appear in the USED PAY PD column.

19. INSUFFICIENT PAY. The order of precedence for civilian Federal employees applies only when gross pay is not sufficient to permit all deductions; it will be used to determine the order in which authorized deductions from an employee's pay will be processed. The order of precedence for the top eight deductions is:

- a. Retirement
- b. Social Security (OASDI) Tax
- c. Medicare Tax
- d. Federal Income Tax
- e. Basic Health Insurance Premium
- f. Basic Life Insurance Premium
- g. State Income Tax

20. TECHNICIANS ON MILITARY FURLOUGH. Technicians performing military duty with a SF 50, NOAC 0473, LWOP-Furlough personnel action will remain unchanged on that action.

21. ARNG DUAL COMPENSATION AUDIT PROGRAM. A Technician performing military duty on a scheduled furlough (KE) day is not in a dual compensation violation since it is a non pay status.

The MyUnitPay-DCPS will not identify those Technicians performing military duty on a scheduled KE duty day. However, a Technician will appear as a "Potential Dual Compensation Violation" if on an Alternate Work Schedule (AWS) and utilizing only partial hours of a scheduled duty day. The CSR must perform an audit for that identified potential violation period.

22. STAFFING. This document was reviewed by NG-J1-TN, Technician Management Branch.

23. POINT OF CONTACT (POC). The ARNG DCPS POC is Mr. Daryl Kasper at COM 317-212-3991 or E-mail daryl.m.kasper.civ@us.army.mil.